



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

I Gobietnon Guahan
CIVIL SERVICE COMMISSION
KUMISION I SETBISION SIBIT

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Alberto "Tony" Lamorena V
Executive Director

Employee Address and Contact Information / Disclosure Form

This form requests personal information that is relevant and necessary to reach a decision in your appeal. The Civil Service Commission collects this information in order to process appeals or complaints under its statutory and regulatory authority. Because your appeal or complaint is a voluntary action, you are not required to provide any personal information in connection with it. However, failure to supply the Civil Service Commission with all the information essential to reach a decision in your case could result in the rejection of your appeal or complaint.

You should know that your appeal or complaint is available to the public under the provisions of the Sunshine Reform Act of 1999. Information contained in your appeal or complaint file may be released as required by the Sunshine Reform Act of 1999. Some information about your appeal or complaint will also be used in a depersonalized form as a database for program statistics.

Please print the requested information below.

NAME OF EMPLOYEE:

Last Name First Name Middle Initial

CONTACT INFORMATION: Work#: _____ Home#: _____ Cell #: _____

Mailing Address:

E-Mail Address:

DISCLOSURE OF INFORMATION: Upon filing of any appeal or complaint, documents submitted to the Civil Service Commission become public records / writing. The documents may be disclosed, inspected, or copied pursuant to the Sunshine Reform Act (5 GCA, Chapter 10) or other applicable law(s). Personal Information will not be made available (i.e. SSN#, home address, etc.) to the public.

I hereby agree and acknowledge that upon any changes of the above information I will notify the Commission. Non-notification may result in my case being dismissed. Furthermore, I have read and understand the Disclosure of Information Statement above.

Signature of Employee and Date

Signature of Representative and Date

Employee and their Representative, if any, shall be responsible to notify the Civil Service Commission of any changes in contact numbers or address. **Employee shall be primarily responsible for notification to the Commission of any changes in representation.** Failure to notify the Commission may result in the dismissal of your case for failure to attend hearings and conferences.

Date

TO: **Executive Director, Civil Service Commission**

FROM: _____

SUBJECT: Letter of Appeal ☐ / **Letter of Complaint** ☐
(must check one only, for multiple appeals or complaints please fill out additional forms)

Type of Appeal: (Please check only one (1) box)

- ☐ **Adverse Actions**
- ☐ **Grievance**
- ☐ **Equal Employment Opportunity**

Type of Complaint: (Please check only one (1) box)

- ☐ **Post Audit**
- ☐ **Notice Of Personnel Action**
- ☐ **Public Employee Protection Act, “aka whistle blower”,** (applicable to classified & unclassified employees)
- ☐ **Lay Off**
- ☐ **Priority Placement**
- ☐ **Furlough**
- ☐ **Political Activity, “aka mini-hatch”,** (applicable to classified & unclassified employees)
- ☐ **Ethics in Procurement**

I, _____, a Classified employee ☐ / Unclassified employee ☐
(Full name)

Of _____ in the position of _____,
(agency or department) (your official job title)

I believe the action is inappropriate for the following reasons:

(signature)

(date)

BRIEF SUMMARY OF THE DIFFERENT APPEALS OR COMPLAINTS

Type of Appeals: Appeals involve a classified employee and management or their representatives arguing the matter before the Commissioners to render a decision in their favor. The burden of proof is on management on Adverse Actions and on other appeals, the burden of proof is on the employee.

- **Adverse Actions** – Is an action taken by management to suspend, demote or dismiss an employee from the classified service.
- **Grievance** – Normally include, but not limited to, such matters as employee-supervisor relationships, duty assignments not related to job classification, shift and job locations assignments, hours worked, working facilities and conditions, policies for granting leave and other related matters.
- **Equal Employment Opportunity** – Is an action taken by management or another employee discriminating in employment matters against any person on the basis of race, color, sex, religion, national origin, age, marital status, disability, or political affiliation, except for a bona fide occupational qualifications or legal requirements.

Type of Complaints: Complaints involve the CSC staff to prepare an **Assessment Report** to be presented before the Commissioners for their approval into a formal **Investigation**. The burden of proof is on the employee.

- **Post Audit** – A written request to review an action that is improperly applied in personnel matters.
- **Notice of Personnel Action** – A review of a Personal Action that is improperly applied pursuant to rule or law.
- **Public Employee Protection Act, “aka whistle blower”**, (applicable to classified & unclassified employees) – An action by any government of Guam employee that was done in retaliation because you reported waste and mismanagement of public funds, abuse of government authority, and illegal or unethical practices. Disclosure is required to your immediate supervisor, appointing authority or member of the Guam Legislature, before filing a complaint.
- **Lay Off** – Is an action taken by management, that is either improperly applied pursuant to the Lay Off procedures, or taken in bad faith.
- **Priority Placement** – Is an action taken by management, that is either improperly applied pursuant to the Priority Placement and Lay Off procedures, or taken in bad faith.
- **Furlough** – Is an action taken by management, that is either improperly applied pursuant to the Furlough procedures, or taken in bad faith.
- **Political Activity, “aka mini-hatch”**, (applicable to classified & unclassified employees) – An activity by any government of Guam employee that is prohibited by the Political Activity law.
- **Ethics in Procurement** – An action in violation of procurement practices pursuant to 5 GCA §5625 - §5633.